Storm Water Pollution Prevention Plan

For:
BWP – Service Center and Warehouse

PROJECT NO. LA30067

Prepared for:
Burbank Water & Power
164 Magnolia Blvd.
Burbank, CA 91503
P: () -

Project Site Location/Address:
164 Magnolia Blvd.
Burbank, CA 91503

Contractor:

P: () -
F: () -

Contractor's Storm Water Pollution Prevention Manager:

P: () -

SWPPP Prepared by:
Mollenhauer Group
707 Wilshire Boulevard 40th Floor
Los Angeles, California 90017
(213) 624-2661

SWPPP Preparation Date:
January 26, 2009

Estimated Project Dates:
Start of Construction:
Completion of Construction:

Contents

SWPPP Attachments

Section 100 - SWPPP Certifications and Approval

100.1 SWPPP Certification by Preparer

Project Name: BWP – Service Center and Warehouse

Project Number: LA30067

"I certify under a penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to ensure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system or those persons directly responsible for gathering the information, to the best of my knowledge and belief, the information submitted is true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."

Preparer's Signature	Date
Paul LaCiura PE, Vice President Preparer's Name and Title	(213) 624-2661 Telephone Number

100.2 Owner Approval and Certification of SWPPP

Owner's (or Authorized Representative)
Approval and Certification of the
Storm Water Pollution Prevention Plan

Project Name: BWP – Service Center and Warehouse

Project Number: LA30067

"I certify under a penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to ensure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system or those persons directly responsible for gathering the information, to the best of my knowledge and belief, the information submitted is true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."

Owner (or Authorized Representative) Signature

Date

Name and Title

Telephone Number

100.3 Annual Compliance Certification

By July 1 of each year, the Owner shall complete an Annual Certification of Compliance stating compliance with the terms and conditions of the Permit and the SWPPP. The blank Annual Certification of Compliance Form is included in Attachment M. Completed Annual Certifications of Compliance and Approvals can be found in the following pages.

Section 200 - SWPPP Amendments

200.1 SWPPP Amendment Certification and Approval

This SWPPP shall be amended:

- Whenever there is a change in construction or operations which may affect the discharge of pollutants to surface waters, groundwater(s), or a municipal separate storm sewer system (MS4); or
- If any condition of the Permits is violated or the general objective of reducing or eliminating pollutants in storm water discharges has not been achieved. If the RWQCB determines that a Permit violation has occurred, the SWPPP shall be amended and implemented within 14-calendar days after notification by the RWQCB;
- Annually, prior to the defined rainy season; and
- When deemed necessary by the Owner.

The following items will be included in each amendment:

- Who requested the amendment.
- The location of proposed change.
- The reason for change.
- The original BMP proposed, if any.
- The new BMP proposed.

The amendments for this SWPPP, along with the Owner's Certification and the Owner approval, can be found in the following pages. Amendments are listed in the Amendment Log in section 200.2

200.2 Amendment Log

Project Name: BWP - Service Center and Warehouse

Project Number: LA30067

Amendment No.	Date	Brief Description of Amendment	Prepared By

Section 300 - Introduction and Project Description

300.1 Introduction and Project Description

The Burbank Water & Power project is located on approximately 4.6 acres. It will consist of the construction of a new service center building and warehouse, utility infrastructure and parking facilities. The construction of this facility will consist of the following activities: removal of existing building structures, foundation pads, and driveways, grade site to provide appropriate surfaces for building pads, and parking, excavate and install new on-site drainage systems and utilities, install new loading dock, concrete curbs, gutters, and driveways, pave new asphalt and concrete access roads and parking areas, and install new landscape areas. The vicinity map located in the appendix show the location of the project site. The project is located at 164 Magnolia Blvd, Burbank, California

300.2 Unique Site Features

There are no unique site features and significant or high-risk construction activities that may impact storm water quality.

300.3 Construction Site Estimates

The following are estimates of the construction site:

Construction site area	4.68	acres
Percentage impervious area before construction	93	%
Runoff coefficient before construction (1)	0.886	
Percentage impervious area after construction	99	%
Runoff coefficient after construction (1)	0.946	
Anticipated storm water flow on to the construction site (2)	15.20	cfs

(1) Calculations are shown in Attachment D
(2) Calculations are shown in Attachment E

300.4 Project Schedule/Water Pollution Control Schedule

This project's construction will commence in ---. The project is estimated to be completed in ---.

300.5 Contact Information/List of Responsible Parties

The Storm Water Pollution Prevention Manager (SWPPM) assigned to this project is:

P: () -

Burbank Water & Power
800 Air Way
Glendale, CA 91201
P: (818) 238-3656

The SWPPM shall have primary responsibility and significant authority for the implementation, maintenance, inspection and amendments to the approved SWPPP. The SWPPM will be available at all times throughout the duration of the project. Duties of the SWPPM include but are not limited to:

- Ensuring full compliance with the SWPPP and the Permit
- Implementing all elements of the SWPPP, including but not limited to:

1. Implementation of prompt and effective erosion and sediment control measures

2. Implementing all non-storm water management, and materials and waste management activities such as: monitoring discharges (dewatering, diversion devices); general site clean-up; vehicle and equipment cleaning, fueling and maintenance; spill control; ensuring that no materials other than storm water are discharged in quantities which will have an adverse effect on receiving waters or storm drain systems; etc.

3. Pre-storm inspections

4. Storm event inspections

5. Post-storm inspections

- Routine inspections as specified in the project's specifications or described in the SWPPP
- Updates/Amendments to the SWPPP, as needed

- Preparing annual compliance certification for owner's, or owner's authorized representative, signature
- Ensuring elimination of all unauthorized discharges
- The SWPPM shall be assigned authority by the Contractor to mobilize crews in order to make immediate repairs to the control measures
- Coordinate with the Contractor to assure all of the necessary corrections/repairs are made immediately, and that the project complies with the SWPPP, the Permit and approved plans at all times
- Submitting Notices of Discharge and reports of Illicit Connections or Illegal Discharges

Section 400 – References

The following documents are made a part of this SWPPP by reference:

[1] Project plans and specifications No. LA30067 prepared by Mollenhauer Group.

[2] State Water Resources Control Board (SWRCB) Order No. 99-08-DWQ, National Pollutant Discharge Elimination System (NPDES) General Permit No. CAS000002, Waste Discharge Requirements (WDRs) for Discharges of Storm Water Runoff Associated with Construction Activity.

[3] California Stormwater BMP Handbook - Construction, January 2003

[4] Geotechnical Engineering Investigation - Arroyo Geotechinical, Project 16502-2000

[5] 1996 Thomas Bros. Maps. Page 533 G-7 & 563 G-1.

Section 500 – Body of SWPPP

500.1 Objectives

This Storm Water Pollution Prevention Plan (SWPPP) has six main objectives:

- Identify all pollutant sources, including sources of sediment that may affect the quality of storm water discharges associated with construction activity (storm water discharges) from the construction site, and
- Identify non-storm water discharges, and
- Identify, construct, implement in accordance with a time schedule, and maintain Best Management Practices (BMPs) to reduce or eliminate pollutants in storm water discharges and authorized non-storm water discharges from the construction site during construction, and
- Develop a maintenance schedule for BMPs installed during construction designed to reduce or eliminate pollutants after construction is completed (post-construction BMPs).
- Identify a sampling and analysis strategy and sampling schedule for discharges from construction activity which discharge directly into water bodies listed on Attachment 3 of the Permit (Clean Water Act Section 303(d) [303(d)] Water Bodies listed for Sedimentation).
- For all construction activity, identify a sampling and analysis strategy and sampling schedule for discharges that have been discovered through visual monitoring to be potentially contaminated by pollutants not visually detectable in the runoff.

This SWPPP conforms to the required elements of the General Permit No. CAS000002 issued by the State of California, State Water Resources Control Board (SWRCB). This SWPPP will be modified and amended to reflect any amendments to the Permit or any changes in construction or operations that may affect the discharge of pollutants from the construction site to surface water, groundwater, or the municipal separate storm sewer system (MS4). The SWPPP will also be amended if it is in violation of any condition of the Permit or has not achieved the general objective of reducing pollutants in storm water discharges. The SWPPP shall be readily available on-site for the duration of the project.

500.2 Vicinity Map

The construction project vicinity map showing the project location, surface water boundaries, geographic features, construction site perimeter and general topography is located in Attachment A. The vicinity map is taken from the Thomas Guide.

500.3 Pollutant Source Identification and BMP Selection

500.3.1 Inventory of Materials and Activities that May Pollute Storm Water

The following is a list of construction materials that will be used and activities that will be performed that will have the potential to contribute pollutants (other than sediment) to storm water runoff (control practices for each activity are identified in the Water Pollution Control Drawing (WPCD) and/or in Sections 500.3.4 through 500.3.9):

- Concrete
- Reinforcing and Structural Steel
- Light galvanized metal framing and sheet metal
- Wood/metal windows and doors
- Glass
- Stone
- Plaster
- PVC Pipe

It is possible that the following activities could result in pollutants other than sediment in storm water discharges, if appropriate measures are not implemented. The quantities are not expected to be significant.

- Removal of the existing buildings, concrete retaining walls, concrete structures and fence; removal of concrete sidewalks and pavement areas
- Removal of asphalt paving areas; removal of lights, light standards and bases
- Removal of landscaping areas and trees

- Grading areas of cut and fill to provide final graded surface
- Excavate and install new drainage system
- Install new concrete sidewalks, curbs, gutters, and driveways
- Runoff from equipment maintenance and material storage areas.
- Street washing.
- Concrete washouts.
- Spills of construction materials, fuels, etc.
- Fertilizers/pesticides from erosion control/landscape areas.
- Silts from on-site construction.
- Pipe flushing and testing.

Equipment and vehicles to be used:

- Bulldozer
- Crane
- Excavator
- Concrete truck
- Loader
- Fork Lift
- Welder

Measures to eliminate or reduce these pollutants from the storm water system are included below in the "Erosion Control", "Sediment Control" and "Non-Storm Water Management" provisions.

Attachment C lists all Best Management Practices (BMPs) that have been selected for implementation in this project. Implementation and location of BMPs are shown on the Water Pollution Control Drawing (WPCD) in Attachment B. Attachment Q includes a list and copies of the fact sheets of all the BMPs selected for this project.

500.3.2 General Control Measures and Notes

All construction materials will be stored in a designated area outside of any drainage course. All equipment will be fueled and maintained in a designated area outside of any drainage courses and will be contained in case of accidental spill.

The following additional management practices will be observed:

- Good housekeeping: Maintain a clean and orderly project site.
- Material storage: Store containers, drums and bags away from direct traffic routes to prevent accidental spills.
- Painting: Use tarps, drip pans, etc. to prevent spills from contacting storm water. Dispose of paints, solvents and waster properly.
- Vehicle and equipment washing: Perform washing within designated area where the wastewater will be confined and collected.
- Material storage: Cover building materials stored onsite with a tarp when storms are expected. Also, cover areas where liquids or solids in containers are stored. Anchor the covering with large rocks, stakes, etc.
- Sweeping: Sweep up dry solids from areas exposed to precipitation or runoff.

The following general notes will apply for the Erosion and Sediment control of this site:

In case of emergency, call John Cassidy at his phone number which is Tel: () -

- A stand-by crew for emergency work shall be available at all times during the rainy season (Oct. 1 to April 15). Necessary materials shall be available on the site and stockpiled at convenient locations to facilitate rapid construction of emergency devices when rain is imminent.

- Erosion control devices shown on this plan may be removed when approved by the grading inspector if the grading operation has progressed to the point where they are no longer required.
- Graded areas adjacent to fill slopes located at the site perimeter must drain away from the top of the slope at the conclusion of each working day.
- All silt debris shall be removed from all devices within 24 hours after each rainstorm and be disposed of properly.
- A guard shall be posted on the site whenever the depth of the water in any device exceeds two feet. The device shall be drained or pumped dry within 24 hours after each rainstorm.
- Except as otherwise approved by the grading inspector, all removable protective devices shown shall be in place at the end of each working day or on weekends when the 5-day rain probability forecast exceeds 40%.
- All loose soil and debris, which may create potential hazard to the offsite property, shall be removed from the site as directed by the grading inspector.
- The placement of additional devices to reduce erosion damage within the site is left to the discretion of the field engineer.
- De-silting basins may not be removed or made inoperable between October 1 and April 15 of the following year, without the approval of the grading inspector.
- Erosion control devices are to be modified as needed as the project progresses and the plans of these changes must be submitted for approval as required.
- Storm water pollution control requirements must be integrated into the erosion plans for any construction between October 1 and April 15.
- Attachment notes:
    1. Eroded sediments and other pollutants must be retained on site and may not be transported from the site via sheet flow, swales, area drains, natural drainage courses or wind.
    2. Stockpiles of earth and other construction related materials must be protected from being transported from the site by the forces of the wind or water.
    3. Fuels, oils, solvents and other toxic materials must be stored in accordance with their listings and are not to contaminate the soil and surface waters. All approved storage containers are to be

protected from the weather. Spills must be cleaned up immediately and disposed of in a proper manner. Spills may not be washed into the drainage system.

4. Excess or waste concrete may not be washed into the public way or any other drainage system. Provisions shall be made to maintain concrete wastes on the site until they can be disposed of as solid waste.
5. Trash and constructed related solid waste must be deposited into a covered receptacle to prevent contamination or rainwater and dispersal by wind.
6. Sediments and other materials may not be tracked from the site by the vehicle traffic. The construction entrance roadways must be stabilized so as to inhibit sediments from being deposited into the public way. Accidental depositions must be swept up immediately and may not be washed down by rain or other means.
7. Any slopes with disturbed soils or denude vegetation must be stabilized so as to inhibit erosion by wind and water.

500.3.3 Nature of Fill Material and Existing Data Describing the Soil

According to the geotechnical investigation report by Arroyo Geotechnical dated June 29, 2006, the subsurface soils predominantly consist of sandy silt and silty sand.

Groundwater was not encountered down to a depth of 51.5 feet.

500.3.4 Erosion Control

Erosion control, also referred to as soil stabilization, consists of source control measures that are designed to prevent soil particles from detaching and becoming transported in storm water runoff. Erosion Control BMPs protect the soil surface by covering and/or binding soil particles. This project will incorporate erosion control measures required by the contract documents, and other measures selected by the Contractor, SWPPP Manager, or Owner. This project will implement the following practices for effective temporary and final erosion control during construction:

1. Preserve existing vegetation where required and when feasible.
2. Apply temporary erosion control to remaining active and non-active areas as required by the California Stormwater BMPs Handbook – Construction, and the contract documents. Reapply as necessary to maintain

effectiveness.

3. Implement temporary erosion control measures at regular intervals throughout the defined rainy season to achieve and maintain the contract's disturbed soil area requirements. Implement erosion control prior to the defined rainy season.

4. Stabilize non-active areas as soon as feasible after the cessation of construction activities.

5. Control erosion in concentrated flow paths by applying erosion control blankets, erosion control seeding, and lining swales as required in the contract documents.

6. Apply seed to areas deemed substantially complete by the Owner during the defined rainy season.

7. At completion of construction, apply permanent erosion control to all remaining disturbed soil areas.

Sufficient erosion control materials will be maintained on-site to allow implementation in conformance with Permit requirements and described in this SWPPP. This includes implementation requirements for active areas and non-active areas that require deployment before the onset of rain.

Implementation and locations of temporary erosion control BMPs are shown on the WPCD in Attachment B and located in Attachment Q. The BMP Consideration Checklist in Attachment C indicates the BMPs that will be implemented to control erosion on the construction site; these are:

- EC-1, Scheduling

Additional notes are listed in Section 500.3.5, Sediment Control.

500.3.5 Sediment Control

Sediment controls are structural measures that are intended to complement and enhance the selected erosion control measures and reduce sediment discharges from active construction areas. Sediment controls are designed to intercept and settle out soil particles that have been detached and transported by the force of water. This project will incorporate sediment control measures required by the contract documents, and other measures selected by the Contractor, SWPPP Manager, or Owner.

Sufficient quantities of temporary sediment control materials will be maintained on-site throughout the duration of the project, to allow implementation of temporary sediment controls in the event of predicted rain, and for rapid response to failures or emergencies, in conformance with other Permit requirements and as described in this SWPPP. This includes implementation requirements for active areas and non-active areas before the onset of rain.

Implementation and locations of temporary sediment control BMPs are shown on the Water Pollution Control Drawing (WPCD) in Attachment B. The BMP Consideration Checklist in Attachment C indicates all the BMPs that will be implemented to control sediment on the construction site; these are:

- SE-7, Street Sweeping and Vacuuming
- SE-8, Sandbag Barrier
- SE-10, Storm Drain Inlet Protection

500.3.6 Tracking Control

The following BMPs have been selected to reduce sediment tracking from the construction site onto private or public roads:

- TC-1, Stabilized Construction Entrance/Exit
- TC-3, Entrance/Outlet Tire Wash

In order to reduce tracking of sediment onto the adjacent street, access to the construction areas will be limited to one driveway, which will employ a Stabilized Construction Entrance/Exit per TC-1. The roads will be cleaned by means of street sweeping on a regular basis and before any storms in accordance with SE-7.

500.3.7 Wind Erosion Control

The following BMPs have been selected to control dust from the construction site:

- WE-1, Wind Erosion Control

Watering to maintain soil moisture in graded/excavation areas will control wind erosion.

500.3.8 Non-Storm Water Control

An inventory of construction activities and potential non-storm water discharges is provided in Section 5.3.1. The BMP Consideration Checklist in Attachment C and the following list indicates the BMPs that have been selected to control non-storm water pollution on the construction site. Implementation and locations of some non-storm water control BMPs are shown on the Water Pollution Control Drawing (WPCD) in Attachment B. A narrative description of each BMP follows.

- NS-1, Water Conservation Practices
- NS-2, Dewatering Operations
- NS-3, Paving and Grinding Operations
- NS-6, Illicit Connection/Illegal Discharge Detection and Reporting
- NS-7, Potable Water/Irrigation
- NS-8, Vehicle and Equipment Cleaning
- NS-9, Vehicle and Equipment Fueling
- NS-10, Vehicle and Equipment Maintenance
- NS-12, Concrete Curing
- NS-13, Concrete Finishing

The intent of this SWPPP is to eliminate or reduce to the extent feasible, the discharge of non-storm waters to the storm drain system and to downstream watercourses. In addition to the measures detailed above, the following programs will be initiated for the construction activities:

- Irrigation of the landscaped areas will be closely monitored to minimize runoff.
- The runoff from pipe testing and flushing, occurring prior to paving, will be controlled by sandbags to reduce erosion on the site.
- Washing of paved areas and street will be conducted only after street sweeping and cleanup has occurred and will be conducted only as necessary.
- Washouts of concrete trucks to the drain system will be prohibited. Concrete washouts will occur off-site on designated areas or onsite in

areas that will not discharge to the drainage basin.

- The application of fertilizers and pesticides to landscaped areas will be maintained at minimum recommended levels. Together with limiting irrigation, this should result in negligible introduction of these additives to the storm water system.
- Construction and landscape materials, paints and solvents will be stored under cover.
- Covered dumpsters will be located conveniently to the work area and will be emptied on a regular basis.
- All spills will be cleaned up as they occur.
- The provisions of this plan will be included with all subcontracts. An informational meeting on the provisions of this plan will be held at job start-up and at the beginning of the rainy season.

500.3.9 Waste Management and Materials Pollution Control

An inventory of construction activities, materials, and wastes is provided in Section 5.3.1. The BMP Consideration Checklist in Attachment C and the following list indicates the BMPs that have been selected to handle materials and control construction site wastes. A narrative description of each BMP follows.

- WM-1, Material Delivery and Storage
- WM-2, Material Use
- WM-3, Stockpile Management
- WM-4, Spill Prevention and Control
- WM-5, Solid Waste Management
- WM-6, Hazardous Waste Management
- WM-8, Concrete Waste Management
- WM-9, Sanitary/Septic Waste Management

All wastes (including equipment maintenance waste) shall be disposed of in accordance with Federal, State and local laws, regulations and ordinances.

500.3.10 Cost Breakdown for Water Pollution Control

A cost breakdown itemizing the contract lump sum for water pollution control

has been developed for this project and included in Attachment O. The cost breakdown reflects the items of work, quantities and costs for BMPs shown in the SWPPP, except for those construction site BMPs and permanent BMPs that are shown on the project plans and for which there is a contract item of work.

The Contractor will select from among the items listed in Attachment O per the "Construction Site BMPs Consideration Checklist" and designate an Estimated Quantity, Value, and Amount for each Item selected on the cost break down submitted with the SWPPP.

500.4 Water Pollution Control Drawing (WPCD)

The WPCD can be found in Attachment B of the SWPPP. It is included as the Erosion Control Plan.

500.5 Construction BMP Maintenance, Inspection and Repair

Inspections will be conducted as follows:

- Prior to a forecast storm
- after a rain event that causes runoff from the construction site
- at 24-hour intervals during extended rain events
- at any other time(s) or intervals of time specified in the contract documents

Completed inspection checklists will be kept with the SWPPP.

A tracking or follow-up procedure shall follow any inspection that identifies deficiencies in BMPs. A program for Maintenance, Inspection and Repair of BMPs is shown in Attachment G.

500.6 Post-Construction Storm Water Management

500.6.1 Post-Construction Control Practices

The following are the post-construction BMPs that are to be used at this construction site after all construction is complete:

- Stormceptor
- Catch Basin Filter Inserts

Upon completion of the construction of the project, non-storm water runoff will be restricted to irrigation runoff. The landscaping will incorporate low water use plantings and properly designed automatic irrigation systems.

500.6.2 Operation/Maintenance after Project Completion

The post-construction BMPs that are described above will be funded and maintained by Burbank Water & Power.

500.7 Training

The training log showing formal and informal training of various Contractor personnel is shown in Attachment I.

The provisions of this SWPPP will be included in all subcontracts. Additionally, on-site meetings will be held to inform and educate employees and subcontractors of the procedures, processes and long-term benefits of compliance with the Plan. All required inspections would be conducted by the responsible job superintendent or by a Civil Engineer.

500.8 List of Subcontractors

All contractors and subcontractors will be notified of the requirement for storm water management measures during the project. A list of contractors will be maintained and included in the SWPPP. If subcontractors change during the project, the list will be updated accordingly. An example subcontractor notification letter and log is included in the SWPPP as Attachment J.

500.9 Other Plans/Permits

Attachment N includes copies of other local, state, and federal plans and permits. Following is a partial list of the plans and permits included in Attachment N:

- State Water Resources Control Board (SWRCB) Order No. 99-08-DWQ, National Pollutant Discharge Elimination System (NPDES) General Permit No. CAS000002, Waste Discharge Requirements (WDRs) for Discharges of Storm Water Runoff Associated with Construction Activity.

Section 600 – Monitoring Program and Reports

600.1 Site Inspections

The SWPPM will inspect the site prior to a forecast storm, after a rain event that causes runoff from the construction site, at 24-hour intervals during extended rain events and as specified in the contract documents. The results of all inspections and assessments will be documented. Copies of the completed inspection checklists will be maintained with the SWPPP. Site inspections conducted for monitoring purposes will be performed using the inspection checklist shown in Attachment H.

The name and contact number of the assigned inspector is listed below:

600.2 Non-Compliance Reporting

If a discharge occurs or if the project receives a written notice of non-compliance, the Contractor will immediately notify the Owner and will file a written report to the Owner within 7 days of the discharge or notice. The Owner is responsible for filing a written report to the Regional Water Quality Control Board (RWQCB) within 30 days or identification of non-compliance. Corrective measures will be implemented immediately following the discharge, notice or order. A sample Notice of Non-Compliance (NONC) form is provided in Attachment K. All discharges will be documented on a Discharge Reporting Log using the example form in Attachment T.

The report to the Owner and to the RWQCB will contain the following items:

- The date, time, location, nature of operation, and type of unauthorized discharge, including the cause or nature of the notice or order.
- The control measures (BMPs) deployed before the discharge event, or prior to receiving notice or order.
- The date of deployment and type of control measures (BMPs) deployed after the discharge event, or after receiving the notice or order, including additional measures installed or planned to reduce or prevent re-occurrence.
- An implementation and maintenance schedule for any affected BMPs.

600.3 Record Keeping and Reports

Records shall be retained for a minimum of three years for the following items:

- Site inspections
- Compliance certifications
- Discharge reports
- Approved SWPPP document and amendments

600.4 Sampling and Analysis Plan for Non-Visible Pollutants (NVPs)

This Sampling and Analysis Plan (SAP) for Non-Visible Pollutants (NVPs) describes the sampling and analysis strategy and schedule for monitoring non-visible pollutants in storm water discharges from the project site and off-site activities directly related to the project, in accordance with the requirements of Section B of the General Permit, including SWRCB Resolution 2001-046.

This SAP will be implemented at the discretion of the SWPPM.

600.4.1 Scope of Monitoring Activities

The construction materials, wastes or activities that are potential sources of non-visible pollutants to storm water discharges from the project are listed in Section 500.3.1. Specific constituents are listed in Table 600-1 in Section 600.4.4.

Sampling for non-visible pollutants will be conducted when (1) a breach, leakage, malfunction, or spill is observed; and (2) the leak or spill has not been cleaned up prior to the rain event; and (3) there is the potential for discharge of non-visible pollutants to surface waters or drainage system. Additional triggering events are listed in Section 600.4.2.

A control sample will be taken at the location identified in Section 600.4.2 and compared to a NVP sample taken at the location also identified in Section 600.4.2. The process for taking and comparing the samples is detailed in the following sections.

600.4.2 Monitoring Strategy

<u>Sampling Schedule</u>

Samples for the applicable non-visible pollutant(s) and a sufficiently large uncontaminated control sample shall be collected during the first two hours of discharge from rain events that result in a sufficient discharge for sample

collection. Samples shall be collected during daylight hours (sunrise to sunset) and shall be collected regardless of the time of year, status of the construction site or day of the week.

In conformance with the U.S. Environmental Protection Agency definition, a minimum of 72 hours of dry weather will be used to distinguish between separate rain events.

Collection of discharge samples for NVP monitoring will be triggered when any of the following conditions are observed during the required inspections conducted before or during rain events:

- Materials or wastes containing potential non-visible pollutants are not stored under watertight conditions. Watertight conditions are defined as (1) storage in a watertight container, (2) storage under a watertight roof or within a building, or (3) protected by temporary cover and containment that prevents storm water contact and runoff from the storage area.

- Materials or wastes containing potential non-visible pollutants are stored under watertight conditions, but (1) a breach, malfunction, leakage, or spill is observed, (2) the leak or spill is not cleaned up prior to the rain event, and (3) there is the potential for discharge of non-visible pollutants to surface waters or a storm sewer system.

- An operational activity, including but not limited to those in Section 500.3.1, with the potential to contribute non-visible pollutants (1) occurred during or within 24 hours prior to the rain event, (2) applicable BMPs were observed to be breached, malfunctioning, or improperly implemented, and (3) there is the potential for discharge of non-visible pollutants to surface waters or a storm sewer system.

- Soil amendments that have the potential to change the chemical properties, engineering properties, or erosion resistance of the soil have been applied, and there is the potential for discharge of non-visible pollutants to surface waters or a storm sewer system.

- Storm water runoff from an area contaminated by historical usage of the site has been observed to combine with storm water runoff from the site, and there is the potential for discharge of non-visible pollutants to surface waters or a storm sewer system.

Sampling Locations

The sampling location for the control sample was selected at a point upgrade from the project site, prior to runoff introduction to any potential NVPs from this project. This sample will be used as a basis of comparison against samples

collected for NVP testing. This control sample shall be taken at the location described below and at the discretion of the SWPPM. It is located approximately:

- East of the proposed loading dock.

The NVP discharge sampling location was chosen at a point where pollution of storm drain lines could be detected just prior to the point where runoff is introduced into the main storm drain line but after it has navigated the grading plan. This sample shall be taken at the location described below, with the approval of the SWPPM:

- Northeast corner of the project site on the downstream end of the proposed Stormceptor.

If an operational activity or storm water inspection conducted 24 hours prior to or during a rain event identifies the presence of a material storage, waste storage, or operations area with spills or the potential for the discharge of non-visible pollutants to surface waters or a storm sewer system that was an unplanned location and has not been identified in this report, sampling locations will be selected using the same rationale as that used to identify planned locations.

600.4.3 Monitoring Preparation

Samples on the project site will be collected by the following Contractor sampling personnel:

The SWPPM has the authority to assign additional personnel to collect samples at his discretion. Prior to the rainy season, all sampling personnel and alternates will review the SAP. Supplies required for sampling will include, but are not limited to, surgical gloves, appropriate number and volume of sample bottles, identification labels, re-sealable storage bags, paper towels, personal rain gear, Sampling Activity Log forms, and Chain of Custody (COC) forms. The Contractor will obtain and maintain the field-testing instruments, as identified in Section 600.4.6, for analyzing samples in the field by Contractor sampling personnel.

600.4.4 Analytical Constituents

Identification of Non-Visible Pollutants

Table 600-1 identifies a partial list of the specific sources and types of potential non-visible pollutants on the project site and the applicable water quality indicator constituent(s) for that pollutant.

Table 600-1

Potential Non-Visible Pollutants and Water Quality Indicator Constituents

Pollutant Source	Pollutant	Water Quality Indicator Constituent
Engine fuel/oil	Fuel/oil	Fuel/oil
Vehicle Batteries	Lead, Sulfate or pH	Lead, Sulfate or pH

600.4.5 Sample Collection and Handling

Sample Collection Procedures

Samples of discharge will be collected at the designated sampling locations described herein for observed breaches, malfunctions, leakages, spills, operational areas or soil amendment application areas that triggered the sampling event.

Grab samples will be collected and preserved in accordance with the methods identified in the Table 600-2, "Sample Collection, Preservation and Analysis for Monitoring Non-Visible Pollutants," provided in Section 600.4.6. Only personnel authorized will collect samples.

The upgrade and uncontaminated control samples shall be collected first prior to collecting the down-gradient to minimize cross-contamination. No less than two separate control samples shall be taken. Samples will be collected by placing a re-sealable sample container directly into a stream of water upgrade from the project site. The sampling personnel will collect the water up-gradient of where they are standing. A similar practice shall be observed for NVP samples taken. Samples shall be collected down-gradient and within close proximity to the potential non-visible pollutant discharge location. This sample container will be used to collect water, which will be transferred to sample bottles and if necessary, used for laboratory analysis. Once the sample container is filled, the water sample will be poured directly into sample bottles for the analyte(s) being monitored.

To maintain sample integrity and prevent cross-contamination, sampling collection personnel will:

- Wear a clean pair of surgical gloves prior to the collection and handling of each sample at each location.
- Not contaminate the inside of the sample bottle by not allowing it to come into contact with any material other than the water sample.
- Discard sample bottles or sample lids that have been dropped onto the ground prior to sample collection.
- Not leave the cooler lid open for an extended period of time once samples are placed inside.
- Not sample near a running vehicle where exhaust fumes may impact the sample.
- Not touch the exposed end of a sampling tube, if applicable.
- Avoid allowing rainwater to drip from rain gear or other surfaces into sample bottles.
- Not eat, smoke, or drink during sample collection.
- Not sneeze or cough in the direction of an open sample bottle.
- Minimize the exposure of the samples to direct sunlight, as sunlight may cause biochemical transformation of the sample to take place.
- Decontaminate sampling equipment prior to sample collection using a TSP-soapy water wash, distilled water rinse, and final rinse with distilled water.
- Dispose of decontamination water/soaps appropriately; i.e., not discharge to the storm drain system or receiving water.

Sample Handling Procedures

Immediately following collection, samples for field analysis will be tested in accordance with the field instrument manufacturer's instructions and results recorded on the Sampling Activity Log.

Sample Documentation Procedures

All original data documented on sample bottle identification labels, Chain of Custody forms, Sampling Activity Logs, and Inspection Checklists will be recorded using waterproof ink. These will be considered accountable documents. If an error is made on an accountability document, the individual will make corrections by lining through the error and entering the correct

information. The erroneous information will not be obliterated. All corrections will be initialed and dated. Copies of the Sampling Activity Log and Chain of Custody form are provided in Attachment R.

Sampling and field analysis activities will be documented using the following:

- Sample Bottle Identification Labels: Sampling personnel will attach an identification label to each sample bottle. At a minimum, the following information will be recorded on the label, as appropriate:

  1. Project name
  2. Project number
  3. Unique sample identification number and location. [Project Number]-[Six digit sample collection date]-[Location] (*Example:* 0G5304-081801-Inlet472). Quality assurance/quality control (QA/QC) samples shall be identified similarly using a unique sample number or designation. (*Example:* 0G5304-081801-DUP1).
  4. Collection date/time (No time applied to QA/QC samples)
  5. Analysis constituent

- Sampling Activity Logs: A log of sampling events will identify:

  1. Sampling date
  2. Separate times for collected samples and QA/QC samples recorded to the nearest minute
  3. Unique sample identification number and location
  4. Analysis constituent
  5. Names of sampling personnel
  6. Weather conditions (including precipitation amount)
  7. Field analysis results
  8. Other pertinent data

- Chain of Custody (COC) forms: All samples to be analyzed by a laboratory will be accompanied by a COC form provided by the laboratory. Only the sample collectors will sign the COC form over to the lab. COC procedures will be strictly adhered to for QA/QC purposes.

- Storm Water Quality Construction Inspection Checklists: When applicable, the Contractor's storm water inspector will document on the checklist that samples for non-visible pollutants were taken during a rain event.

600.4.6 Sample Analysis

Samples will be analyzed for the applicable constituents using the analytical methods identified in Table 600-2, "Sample Collection, Preservation and Analysis for Monitoring Non-Visible Pollutants" in this section.

Table 600-2
Sample Collection, Preservation and Analysis for Monitoring Non-Visible Pollutants

Constituent	Analytical Method	Minimum Sample Volume	Sample Bottle	Sample Preservation
Example	*Method used*	*XX mL*	*ID Label*	*Storage method used to prevent outside contamination*
pH	pH strip comparison	500 mL		
Fuel	Sample filtering	500 mL		

For samples collected for field analysis, collection, analysis and equipment calibration will be in accordance with the field instrument manufacturer's specifications.

The following field instrument(s) will be used to analyze the following constituents:

Field Instrument	Constituent
pH Strips	pH

Filters, funnels and beakers or other approved container	Fuel/oil

The following methods will be utilized to test for NVPs:

- pH Testing: One pH strip (each) shall be inserted into the control sample(s). One pH strip (each) shall be inserted into the NVP sample(s). The results of the two sample types should not differ by a significant value (greater than 1-2 units; per discretion of on-site engineer or other authorized individual). If the difference in pH of the two samples is significantly large, the samples may be sent to a laboratory for further testing.

- Sample filtering: Funnels shall be lined with filter paper and emplaced on the opening of the beaker (or other approved container) such that the control and NVP discharge samples can be poured into the funnel, drip through the filter paper and collect in the beaker (see Figure 600-1). The now-filtered control sample will be compared to the now-filtered NVP sample for any significant differences. The different filter papers from the two samples shall also be compared for significant differences. If any significant differences are observed, the samples may be sent to a laboratory for further testing, per discretion of on-site engineer. It the presence of fuels or oils is observed in the NVP sample, immediate action must be taken to find the source and rectify the situation.

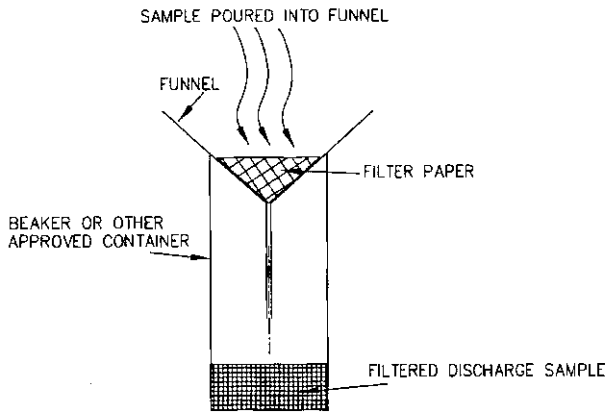


Figure 600-1 - Sample Filtering Setup

600.4.7 Quality Assurance/Quality Control

For an initial verification of laboratory or field analysis, duplicate samples will be collected at a rate of 10 percent or 1 duplicate per sampling event. The duplicate

sample will be collected, handled, and analyzed using the same protocols as primary samples, and will be collected where contaminants are likely, and not on the upstream sample. A duplicate sample will be collected immediately after the primary sample has been collected. Duplicate samples will not influence any evaluations or conclusions; however, they will be used as a check on laboratory quality assurance.

600.4.8 Data Management and Reporting

A copy of all water quality analytical results and QA/QC data will be included in the on-site SWPPP within 5 days of sampling (for field analyses) and within 30 days of sampling (for laboratory analyses).

Lab reports and COCs will be reviewed for consistency between lab methods, sample identifications, dates, and times for both primary samples and QA/QC samples. All data, including COC forms and Sampling Activity Logs, shall be kept with the SWPPP document.

600.4.9 Data Evaluation

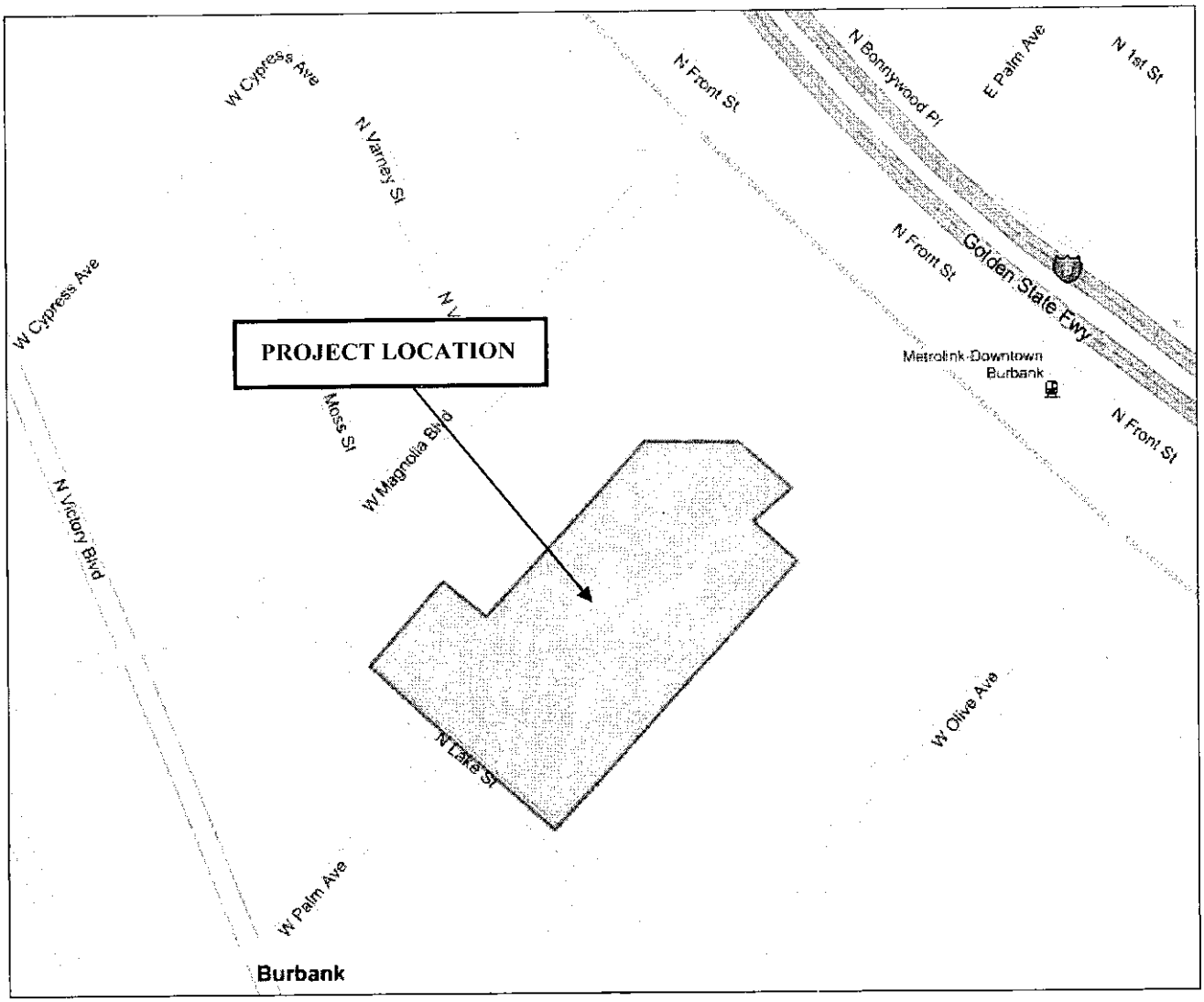
An evaluation of the water quality sample analytical results, including figures with sample locations, the water quality analytical results, and the QA/QC data for every event that samples are collected, will be included in the on-site SWPPP. Should the downstream sample concentrations exceed the upstream sample concentrations, the Storm Water Pollution Prevention Manager or other personnel will evaluate the BMPs, site conditions, surrounding influences (including the run-on sample analysis), and other site factors to determine the probable cause for the increase.

As determined by the data and project evaluation, appropriate BMPs will be repaired or modified to mitigate increases in sediment concentrations in the water body. Any revisions to the BMPs will be recorded as an amendment to the SWPPP.

600.4.10 Change of Conditions

Whenever SWPPP monitoring, pursuant to Section B of the General Permit, indicates a change in site conditions that might affect the appropriateness of sampling locations or introduce additional non-visible pollutants of concern, testing protocols will be revised accordingly. All such revisions will be recorded as amendments to the SWPPP.

Attachment A
Vicinity Map



VICINITY MAP
Thomas Guide
Pages 533 G-7 & 563 G-1
Not to Scale

Attachment B

Water Pollution Control Drawing (WPCD)

The WPCD is included as the Erosion Control Plan.

Attachment C

BMP Consideration Checklist

CONSTRUCTION SITE BMPs CONSIDERATION CHECKLIST					
The BMPs listed here should be considered for every project. Those BMPs that are not included in the SWPPP must be checked as "Not Used" with a brief statement describing why it is not being used.					
EROSION CONTROL BMPs					
BMP No.	**BMP**	**CONSIDERED FOR PROJECT**	**CHECK IF USED**	**CHECK IF NOT USED**	**IF NOT USED, STATE REASON**
EC-1	Scheduling	Y	X		
EC-2	Preservation of Existing Vegetation	Y		X	A new landscape design is being implemented.
EC-3	Hydraulic Mulch	Y		X	Generally short lived and would require re-application
EC-4	Hydroseeding	Y		X	Vegetation is not incorporated into the majority of the site design.
EC-5	Soil Binders	Y		X	Could cause Non-Visible Pollutants (NVPs) to storm drainage system and thus mandates soil sampling for NVPs
EC-6	Straw Mulch	Y		X	May cause unwanted vegetation growth.
EC-7	Geotextiles & Mats	Y		X	No steep slopes exist where this would be useful.
EC-8	Wood Mulching	Y		X	May introduce unwanted species of vegetation.
EC-9	Earth Dikes & Drainage Swales	Y		X	These are more useful for redirecting larger runoffs than will be present at the project site.
EC-10	Velocity Dissipation Devices	N		X	No high velocity flows to consider.
EC-11	Slope Drains	N		X	These are used with earth dikes and drainage ditches, which are not used in this project.
EC-12	Streambank Stabilization	N		X	Project site is not a riparian area.
EC-13	Polyacrylamide	N		X	Could cause Non-Visible Pollutants (NVPs) to storm drainage system and thus mandates soil sampling for NVPs

CONSTRUCTION SITE BMPs CONSIDERATION CHECKLIST

The BMPs listed here should be considered for every project. Those BMPs that are not included in the SWPPP must be checked as "Not Used" with a brief statement describing why it is not being used.

BMP No.	BMP	CONSIDERED FOR PROJECT	CHECK IF USED	CHECK IF NOT USED	IF NOT USED, STATE REASON
SEDIMENT CONTROL BMPs					
SE-1	Silt Fence	Y		X	
SE-2	Sediment Basin	Y		X	
SE-3	Sediment Trap	Y		X	
SE-4	Check Dam	Y		X	
SE-5	Fiber Rolls	Y		X	Fiber rolls are only used on high grade slopes (i.e. hillsides).
SE-6	Gravel Bag Berm	N		X	Sandbags are used instead.
SE-7	Street Sweeping and Vacuuming	Y	X		
SE-8	Sand Bag Barrier	Y	X		
SE-9	Straw Bale Barrier	N		X	Cannot be used on paved surfaces.
SE-10	Storm Drain Inlet Protection	Y	X		
SE-11	Chemical Treatment	N		X	Project not large enough for this.
WIND EROSION CONTROL BMPs					
WE-1	Wind Erosion Control	Y	X		
TRACKING CONTROL BMPs					
TC-1	Stabilized Construction Entrance/Exit	Y	X		
TC-2	Stabilized Construction Roadway	Y		X	Project not large enough for this.
TC-3	Entrance/Outlet Tire Wash	Y	X		

CONSTRUCTION SITE BMPs CONSIDERATION CHECKLIST

The BMPs listed here should be considered for every project. Those BMPs that are not included in the SWPPP must be checked as "Not Used" with a brief statement describing why it is not being used.

NON-STORM WATER MANAGEMENT BMPs

BMP No.	BMP	CONSIDERED FOR PROJECT	CHECK IF USED	CHECK IF NOT USED	IF NOT USED, STATE REASON
NS-1	Water Conservation Practices	Y	X		
NS-2	Dewatering Operations	Y	X		
NS-3	Paving and Grinding Operations	Y	X		
NS-4	Temporary Stream Crossing	N		X	Not applicable to this project.
NS-5	Clear Water Diversion	N		X	Not applicable to this project.
NS-6	Illicit Connection/ Discharge	Y	X		
NS-7	Potable Water/Irrigation	Y	X		
NS-8	Vehicle and Equipment Cleaning	Y	X		
NS-9	Vehicle and Equipment Fueling	Y	X		
NS-10	Vehicle and Equipment Maintenance	Y	X		
NS-11	Pile Driving Operations	N		X	Pile driving will not occur.
NS-12	Concrete Curing	Y	X		
NS-13	Concrete Finishing	Y	X		
NS-14	Material and Equipment Use Over Water	N		X	Not applicable to this project.
NS-15	Demolition Adjacent to Water	N		X	Not applicable to this project.
NS-16	Temporary Batch Plants	N		X	Not applicable to this project.

CONSTRUCTION SITE BMPs CONSIDERATION CHECKLIST

The BMPs listed here should be considered for every project. Those BMPs that are not included in the SWPPP must be checked as "Not Used" with a brief statement describing why it is not being used.

WASTE MANAGEMENT AND MATERIALS POLLUTION CONTROL BMPs

BMP No.	BMP	CONSIDERED FOR PROJECT	CHECK IF USED	CHECK IF NOT USED	IF NOT USED, STATE REASON
WM-1	Material Delivery and Storage	Y	X		
WM-2	Material Use	Y	X		
WM-3	Stockpile Management	Y	X		
WM-4	Spill Prevention and Control	Y	X		
WM-5	Solid Waste Management	Y	X		
WM-6	Hazardous Waste Management	Y	X		
WM-7	Contaminated Soil Management	Y		X	No toxic materials are known to have been treated, stored, spilled, disposed of or otherwise had reason to contaminate the project site.
WM-8	Concrete Waste Management	Y	X		
WM-9	Sanitary/Septic Waste Management	Y	X		
WM-10	Liquid Waste Management	Y		X	Liquid wastes (e.g. drilling fluids or dredging) are not expected to be a by-product of construction activities.

Attachment D

Computation Sheet for Determining Runoff Coefficients

Total Site Area	=	4.68 Acres	(A)

Existing Site Conditions

Impervious Site Area [1]	=	4.33 Acres	(B)
Impervious Site Area Runoff Coefficient [2, 4]	=	0.95	(C)
Pervious Site Area [3]	=	0.35 Acres	(D)
Pervious Site Area Runoff Coefficient [4]	=	0.100	(E)
Existing Site Area Runoff Coefficient $\frac{(B \times C) + (D \times E)}{(A)}$	=	0.886	(F)

Proposed Site Conditions (after construction)

Impervious Site Area [1]	=	4.66 Acres	(G)
Impervious Site Area Runoff Coefficient [2, 4]	=	0.95	(H)
Pervious Site Area [3]	=	0.02 Acres	(I)
Pervious Site Area Runoff Coefficient [4]	=	0.100	(J)
Proposed Site Area Runoff Coefficient $\frac{(G \times H) + (I \times J)}{(A)}$	=	0.946	(K)

1. Includes paved areas, areas covered by buildings, and other impervious surfaces.
2. Use 0.95 unless lower or higher runoff coefficient can be verified.
3. Includes areas of vegetation, most unpaved or uncovered soil surfaces, and other pervious areas.
4. Refer to local Hydrology Manual for typical C values.

Attachment E

Computational Sheet for Determining Run-on Discharges

Existing Site Conditions

Area Runoff Coefficient		=	0.88	(A)
Area Rainfall Intensity		=	3.69 in/hr	(B)
Drainage Area		=	4.68 Acres	(C)
Site Area Run-on Discharge	(A) x (B) x (C)	=	15.20 ft^3/sec	(D)

Attachment F

Notice of Intent (NOI)

State Water Resources Control Board

NOTICE OF INTENT

TO COMPLY WITH THE TERMS OF THE
GENERAL PERMIT TO DISCHARGE STORM WATER
ASSOCIATED WITH CONSTRUCTION ACTIVITY (WQ ORDER No. 99-08-DWQ)

I. ...I STATUS (SEE INSTRUCTIONS)

MARK ONLY ONE ITEM 1. [X] New Construction 2. [ ] Change of Information for WDID#

II. PROPERTY OWNER

Name **BURBANK WATER & POWER**		Contact Person **JOHN CASSIDY**	
Mailing Address **164 MAGNOLIA BLVD**		Title	
City **BURBANK**	State **CA**	Zip **91503**	Phone **(818) 238-3656**

III. DEVELOPER/CONTRACTOR INFORMATION

Developer/Contractor **BURBANK WATER & POWER**		Contact Person **JOHN CASSIDY**	
Mailing Address **164 MAGNOLIA BLVD**		Title	
City **BURBANK**	State **CA**	Zip **91503**	Phone **(818) 238-3656**

IV. CONSTRUCTION PROJECT INFORMATION

Site/Project Name **P...BANK WATER & POWER**		Site Contact Person **JOHN CASSIDY**	
...al Address/Location **164 MAGNOLIA BLVD**	Latitude 34.1772°	Longitude 118.3158 °	County **LOS ANGELES**
City (or nearest City) **BURBANK**	Zip **91503**	Site Phone Number **(818) 238-3656**	Emergency Phone Number ( ) –

A. Total size of construction site area: **4.68** Acres

B. Total area to be disturbed: **4.68** Acres (% of total = **100%**)

C. Percent of site imperviousness (including rooftops):
Before Construction: **93** %
After Construction: **99** %

D. Tract Number(s): _____, _____

E. Mile Post Marker: _____

F. Is the construction site part of a larger common plan of development or sale?
[ ] YES [X] NO

G. Name of plan or development:

H. Construction commencement date: / /

I. % of site to be mass graded: ____ %

J. Projected construction dates:
Complete grading: / / Complete project: / /

K. Type of Construction (Check all that apply):
2. [ ] Residential 2. [ ] Commercial 3. [x] Industrial 4. [ ] Reconstruction 5. [ ] Transportation
6. [ ] Utility Description: _____ 7. [ ] Other (Please List): _____

V. BILLING INFORMATION

SEND BILL TO: [X] OWNER (as in II. above)	Name **BURBANK WATER & POWER**	Contact Person **JOHN CASSIDY**	
[ ] ...VELOPER in III. above)	Mailing Address **164 MAGNOLIA BLVD**	Phone/Fax **(818) 238-3656**	
[ ] OTHER (enter information at right)	City **BURBANK**	State **CA**	Zip **91503**

VI. REGULATORY STATUS

A. Has a local agency approved a required erosion/sediment control plan? ☐ YES ☒ NO

Does the erosion/sediment control plan address construction activities such as infrastructure and structures? ☒ YES ☐ NO

Name of local agency: CITY OF BURBANK Phone: _____

B. Is this project or any part thereof, subject to conditions imposed under a CWA Section 404 permit of 401 Water Quality Certification? ☐ YES ☒ NO

If yes, provide details: _____

VII. RECEIVING WATER INFORMATION

A. Does the storm water runoff from the construction site discharge to (Check all that apply):

1. ☐ **Indirectly to waters of the U.S.**
2. ☒ **Storm drain system - Enter owner's name: City of Burbank**
3. ☐ **Directly to waters of U.S. (e.g. , river, lake, creek, stream, bay, ocean, etc.)**

B. Name of receiving water: (river, lake, creek, stream, bay, ocean): _____

VIII. IMPLEMENTATION OF NPDES PERMIT REQUIREMENTS

A. STORM WATER POLLUTION PREVENTION PLAN (SWPPP) (check one)

☐ A SWPPP has been prepared for this facility and is available for review: Date Prepared: ___ / ___ / ___ Date Amended: ____/____/___

☒ A SWPPP will be prepared and ready for review by (enter date): 1/26/2009

☐ A tentative schedule has been included in the SWPPP for activities such as grading, street construction, home construction, etc.

B. MONITORING PROGRAM

☐ A monitoring and maintenance schedule has been developed that includes inspection of the construction BMPs before anticipated storm events and after actual storm events and is available for review.

If checked above: A qualified person has been assigned responsibility for pre-storm and post-storm BMP inspections to identify effectiveness and necessary repairs or design changes ☐ YES ☐ NO

Name: _____ Phone: _____

C. PERMIT COMPLIANCE RESPONSIBILITY

A qualified person has been assigned responsibility to ensure full compliance with the Permit, and to implement all elements of the Storm Water Pollution Prevention Plan including:

1. Preparing an annual compliance evaluation ☒ YES ☐ NO

Name: _____ Phone: _____

2. Eliminating all unauthorized discharges ☒ YES ☐ NO

IX. VICINITY MAP AND FEE (must show site location in relation to nearest named streets, intersections, etc.)

Have you included a vicinity map with this submittal? ☒ YES ☐ NO

Have you included payment of the annual fee with this submittal? ☒ YES ☐ NO

X. CERTIFICATIONS

"I certify under penalty of law that this document and all attachments were prepared under my direction and supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine or imprisonment. In addition, I certify that the provisions of the permit, including the development and implementation of a Storm Water Pollution Prevention Plan and a Monitoring Program Plan will be complied with."

Printed Name: _____

Signature: _____ **Date:** _____

Title: _____

Attachment G

Program for Maintenance, Inspection, and Repair of Construction Site BMPs

The contractor shall use the following guidelines for maintenance, inspection, and repair of BMPs identified in the SWPPP		
BEST MANAGEMENT PRACTICES (BMPs)	**INSPECTION FREQUENCY (all controls)**	**MAINTENANCE/REPAIR PROGRAM**
TEMPORARY EROSION CONTROL BMPs		
EC-1	Prior to the beginning of the rainy season, prior to predicted storms, and after actual storms	■ Deficiencies and corrective actions will be noted ■ Corrective actions completed as soon as possible after discovery of any deficiency ■ Random reviews of the project by trained personnel ■ Records shall be maintained indicating the date of inspections, person(s) performing the inspection and observations. ■ Records shall be maintained for three years.
TEMPORARY SEDIMENT CONTROL BMPs		
SE-7, SE-8, SE-10	Prior to the beginning of the rainy season, prior to predicted storms, and after actual storms	■ Deficiencies and corrective actions will be noted ■ Corrective actions completed as soon as possible after discovery of any deficiency ■ Random reviews of the project by trained personnel ■ Records shall be maintained indicating the date of inspections, person(s) performing the inspection and observations. ■ Records shall be maintained for three years.
WIND EROSION CONTROL BMPs		
WE-1	Prior to the beginning of the rainy season, prior to predicted storms, and after actual storms	■ Deficiencies and corrective actions will be noted ■ Corrective actions completed as soon as possible after discovery of any deficiency ■ Random reviews of the project by trained personnel ■ Records shall be maintained indicating the date of inspections, person(s) performing the inspection and observations. ■ Records shall be maintained for three years.

The contractor shall use the following guidelines for maintenance, inspection, and repair of BMPs identified in the SWPPP		
BEST MANAGEMENT PRACTICES (BMPs)	**INSPECTION FREQUENCY (all controls)**	**MAINTENANCE/REPAIR PROGRAM**
TRACKING CONTROL BMPs		
TC-1, TC-3	Prior to the beginning of the rainy season, prior to predicted storms, and after actual storms	■ Deficiencies and corrective actions will be noted ■ Corrective actions completed as soon as possible after discovery of any deficiency ■ Random reviews of the project by trained personnel ■ Records shall be maintained indicating the date of inspections, person(s) performing the inspection and observations. ■ Records shall be maintained for three years.
NON-STORM WATER MANAGEMENT BMPs		
NS-1, NS-2, NS-3, NS-6, NS-7, NS-8, NS-9, NS-10, NS-12, NS-13	Prior to the beginning of the rainy season, prior to predicted storms, and after actual storms	■ Deficiencies and corrective actions will be noted ■ Corrective actions completed as soon as possible after discovery of any deficiency ■ Random reviews of the project by trained personnel ■ Records shall be maintained indicating the date of inspections, person(s) performing the inspection and observations. ■ Records shall be maintained for three years.
WASTE MANAGEMENT AND MATERIALS POLLUTION CONTROL BMPs		
WM-1, WM-2, WM-3, WM-4, WM-5, WM-6, WM-8, WM-9	Prior to the beginning of the rainy season, prior to predicted storms, and after actual storms	■ Deficiencies and corrective actions will be noted ■ Corrective actions completed as soon as possible after discovery of any deficiency ■ Random reviews of the project by trained personnel ■ Records shall be maintained indicating the date of inspections, person(s) performing the inspection and observations. ■ Records shall be maintained for three years.

Attachment H

Storm Water Quality Construction Site Inspection Checklist

GENERAL INFORMATION				
Project Name				
Project N°				
Contractor				
Inspector's Name				
Inspector's Title				
Signature				
Date of Inspection				
Inspection Type (Check Applicable)	❒ Prior to forecast rain		❒ After a rain event	
	❒ 24-hr intervals during extended rain		❒ Other _____	
Season (Check Applicable)	❒ Rainy		❒ Non-Rainy	
Storm Data	Storm Start Date & Time:		Storm Duration (hrs):	
	Time elapsed since last storm (Circle Applicable Units)	Min. Hr. Days	Approximate Rainfall Amount (inches)	

PROJECT AREA SUMMARY AND DISTURBED SOIL AREA (DSA) SIZE		
Total Project Area	_____	Acres
Field Estimate of Active DSAs	_____	Acres
Field Estimate of Non-Active DSAs	_____	Acres

INSPECTION OF BMPs				
BMP	**Yes**	**No**	**N/A**	**Corrective Action**
Preservation of Existing Vegetation				
Is temporary fencing provided to preserve vegetation in areas where no construction activity is planned?				
Location:				
Location:				
Location:				
Location:				
Erosion Control				
Does the applied temporary erosion control provide 100% coverage for the affected areas?				
Are any non-vegetated areas that may require temporary erosion control?				
Is the area where erosion controls are used required free from visible erosion?				
Location:				
Location:				
Location:				
Location:				
Temporary Linear Sediment Barriers (Silt Fence, Fiber Rolls, Sandbag Barriers, etc.)				
Are temporary linear sediment barriers properly installed, functional and maintained?				
Are temporary linear sediment barriers free of accumulated litter?				
Is the built-up sediment less than 1/3 the height of the barrier?				
Are cross barriers installed where necessary and properly spaced?				
Location:				
Location:				
Location:				
Location:				
Location:				
Storm Drain Inlet Protection				
Are storm drain inlets internal to the project properly protected?				
Are storm drain inlet protection devices in working order and being properly maintained?				
Location:				
Location:				
Location:				
Location:				
Location:				
Sediment Basins				

INSPECTION OF BMPs				
BMP	**Yes**	**No**	**N/A**	**Corrective Action**
Are basins designed in accordance with the requirements of the General Permit?				
Are basins maintained to provide the required retention/detention?				
Are basin controls (inlets, outlets, diversions, weirs, spillways, and racks) in working order?				
Location:				
Location:				
Location:				
Location:				
Stockpiles				
Are all locations of temporary stockpiles, including soil, hazardous waste, and construction materials in approved areas?				
Are stockpiles protected from run-on, run-off from adjacent areas and from winds?				
Are stockpiles located at least 15 m from concentrated flows, downstream drainage courses and storm drain inlets?				
Are required covers and/or perimeter controls in place?				
Location:				
Location:				
Location:				
Location:				
Concentrated Flows				
Are concentrated flow paths free of visible erosion?				
Location:				
Location:				
Location:				
Location:				
Tracking Control				
Is the entrance stabilized to prevent tracking				
Is the stabilized entrance inspected daily to ensure that it is working properly				
Are points of ingress/egress to public/private roads inspected and swept and vacuumed as needed?				
Are all paved areas free of visible sediment tracking or other particulate matter?				
Location:				
Location:				
Location:				
Location:				
Wind Erosion Control				

INSPECTION OF BMPs				
BMP	**Yes**	**No**	**N/A**	**Corrective Action**
Is dust control implemented?				
Location:				
Location:				
Location:				
Location:				
Dewatering Operations				
Are all one-time dewatering operations covered by the General Permit inspected before and as they occur and BMPs implemented as necessary during discharge?				
Is ground water dewatering handled in conformance with the dewatering permit issued by the RWQCB?				
Is required treatment provided for dewatering effluent?				
Location:				
Location:				
Location:				
Location:				
Vehicle & Equipment Fueling, Cleaning, and Maintenance				
Are vehicle and equipment fueling, cleaning and maintenance areas reasonably clean and free of spills, leaks, or any other deleterious material?				
Are vehicle and equipment fueling, cleaning and maintenance activities performed on an impermeable surface in dedicated areas?				
If no, are drip pans used?				
Are dedicated fueling, cleaning, and maintenance areas located at least 15 m away from downstream drainage facilities and watercourses and protected from run-on and runoff?				
Is wash water contained for infiltration/ evaporation and disposed of appropriately?				
Is on-site cleaning limited to washing with water (no soap, soaps substitutes, solvents, or steam)?				
On each day of use, are vehicles and equipment inspected for leaks and if necessary, repaired?				
Location:				
Location:				
Location:				
Location:				
Waste Management & Materials Pollution Control				
Are material storage areas and washout areas protected from run-on and runoff, and located at least 15 m from concentrated flows and downstream drainage facilities?				
Are all material handling and storage areas clean; organized; free of spills, leaks, or any other deleterious material; and stocked with appropriate clean-up supplies?				

INSPECTION OF BMPs				
BMP	**Yes**	**No**	**N/A**	**Corrective Action**
Are liquid materials, hazardous materials, and hazardous wastes stored in temporary containment facilities?				
Are bagged and boxed materials stored on pallets?				
Are hazardous materials and wastes stored in appropriate, labeled containers?				
Are proper storage, clean-up, and spill-reporting procedures for hazardous materials and wastes posted in open, conspicuous and accessible locations adjacent to storage areas?				
Are temporary containment facilities free of spills and rainwater?				
Are temporary containment facilities and bagged/boxed materials covered?				
Are temporary concrete washout facilities designated and being used?				
Are temporary concrete washout facilities functional for receiving and containing concrete waste and are concrete residues prevented from entering the drainage system?				
Do temporary concrete washout facilities provide sufficient volume and freeboard for planned concrete operations?				
Are concrete wastes, including residues from cutting and grinding, contained and disposed of off-site or in concrete washout facilities?				
Are spills from mobile equipment fueling and maintenance properly contained and cleaned up?				
Is the site free of litter?				
Are trash receptacles provided in the yard, field trailer areas, and at locations where workers congregate for lunch and break periods?				
Is litter from work areas collected and placed in watertight dumpsters?				
Are waste management receptacles free of leaks?				
Are the contents of waste management receptacles properly protected from contact with storm water or from being dislodged by winds?				
Are waste management receptacles filled at or beyond capacity?				
Location:				
Location:				
Location:				
Location:				
Temporary Water Body Crossing or Encroachment				
Are temporary water body crossings and encroachments constructed appropriately?				
Does the project conform to the requirements of the 404 permit and/or 1601agreement?				
Location:				
Location:				
Location:				
Location:				

INSPECTION OF BMPs				
BMP	**Yes**	**No**	**N/A**	**Corrective Action**
Illicit Connection/ Discharge				
Is there any evidence of illicit discharges or illegal dumping on the project site?				
If yes, has the Owner/Operator been notified?				
Location:				
Location:				
Location:				
Location:				
Discharge Points				
Are discharge points and discharge flows free from visible pollutants?				
Are discharge points free of any significant sediment transport?				
Location:				
Location:				
Location:				
Location:				
SWPPP Update				
Does the SWPPP and Project Schedule adequately reflect the current site conditions and contractor operations?				
Are all BMPs shown on the water pollution control drawings installed in the proper location(s) and according to the details in the SWPPP?				
Location:				
Location:				
Location:				
Location:				
General				
Are there any other potential concerns at the site?				
Location:				
Location:				
Location:				
Location:				
Storm Water Monitoring				
Does storm water discharge directly to a water body listed in the General Permit as impaired for sediment/sedimentation or turbidity?				
If yes, were samples for sediment/sedimentation or turbidity collected pursuant to the sampling and analysis plan in the SWPPP?				
Did the sampling results indicate that the discharges are causing or contributing to further impairment?				

INSPECTION OF BMPs				
BMP	**Yes**	**No**	**N/A**	**Corrective Action**
If yes, were the erosion/sediment control BMPs improved or maintained to reduce the discharge of sediment to the water body?				
Were there any BMPs not properly implemented or breaches, malfunctions, leakages or spills observed which could result in the discharge of pollutants to surface waters that would not be visually detectable in storm water?				
If yes, were samples for non-visually detectable pollutants collected pursuant to the sampling and analysis plan during rain events?				
If sampling indicated pollution of the storm water, were the leaks, breaches, spills, etc. cleaned up and the contaminated soil properly disposed of?				
Were the BMPs maintained or replaced?				
Were soil amendments (e.g., gypsum, lime) used on the project?				
If yes, were samples for non-visually detectable pollutants collected pursuant to the sampling and analysis plan in the SWPPP?				
If sampling indicated pollution of the storm water by the use of the soil amendments, is there a contingency plan for retention onsite of the polluted storm water?				
Did storm water contact stored materials or waste and run off the construction site? (Materials not in watertight containers, etc.)				
If yes, were samples for non-visually detectable pollutants collected pursuant to the sampling and analysis plan in the SWPPP?				

Attachment I

Trained Contractor Personnel Log

Storm Water Management Training Log

Project Name: BWP – Service Center and Warehouse

Project Number/Location: LA30067

Storm Water Management Topic: (check as appropriate)

- ☑ Erosion Control
- ☑ Sediment Control
- ☑ Wind Erosion Control
- ☑ Tracking Control
- ☑ Non-storm water management
- ☑ Waste Management and Materials Pollution Control
- ☑ Storm Water Sampling

Specific Training Objective: General Construction Storm Water Training

Location: San Diego Date: 12/04/07-12/06/07

Instructor: John Gleason PE, CPESC, REA Telephone: 949-981-3867

Course Length (hours): 24 Hours

Attendee Roster (attach additional forms if necessary)

Name	Company	Phone
Jason Sheng	Mollenhauer Group	213-624-2661

Name	Company	Phone

COMMENTS:

Attachment J

Subcontractor Notification Letter and Notification Log

SWPPP Notification

Burbank Water & Power
164 Magnolia Blvd
Burbank, CA, 91503

Dear Sir/Madam,

Please be advised that the California State Water Resources Control Board has adopted the General Permit (General Permit) for Storm Water Discharges Associated with Construction Activity (CAS000002). The goal of these permits is prevent the discharge of pollutants associated with construction activity from entering the storm drain system, ground and surface waters.

Mollenhauer Group has developed a Storm Water Pollution Prevention Plan (SWPPP) in order to implement the requirements of the Permits.

As a subcontractor, you are required to comply with the SWPPP and the Permits for any work that you perform on site. Any person or group who violates any condition of the Permits may be subject to substantial penalties in accordance with state and federal law. You are encouraged to advise each of your employees working on this project of the requirements of the SWPPP and the Permits. A copy of the Permits and the SWPPP are available for your review at the construction office. Please contact me if you have further questions.

Sincerely,

Paul LaCiura PE
Vice President

SUBCONTRACTOR NOTIFICATION LOG

Project Name: BWP – Service Center and Warehouse

Project Number/Location: LA30067

SUBCONTRACTOR COMPANY NAME	CONTACT NAME	ADDRESS	PHONE NUMBER	PAGER/ FIELD PHONE	DATE NOTIFICATION LETTER SENT	TYPE OF WORK

USE ADDITIONAL PAGES AS NECESSARY

Attachment K

Example Notice of Non-Compliance

To: Burbank Water & Power Date: Insert Date

Subject: Notice of Non-Compliance

Project Name: BWP – Service Center and Warehouse

Project Number/Location: LA30067

In accordance with the NPDES Statewide Permit for Storm Water Discharges Associated with Construction Activity, the following instance of discharge is noted:

Date, time, and location of discharge

Nature of the operation that caused the discharge

Initial assessment of any impact cause by the discharge

Existing BMP(s) in place prior to discharge event

Date of deployment and type of BMPs deployed after the discharge.

Steps taken or planned to reduce, eliminate and/or prevent recurrence of the discharge

Implementation and maintenance schedule for any affected BMPs

If further information or a modification to the above schedule is required, notify the contact person below.

Name of Contact Person	Title
Company	Telephone Number
Signature	Date

Attachment L

Storm Water Pollution Prevention Plan (SWPPP) and Monitoring Program Checklist

CONSTRUCTION PROJECT: _____

PREPARER: _____

CONTRACT NO: _____

SECTION A: STORM WATER POLLUTION PREVENTION PLAN (SWPPP)				
CHECK IF ADDRESSED N/A IF NOT APPLICABLE	**SWPPP Section**	**ITEM**	**GENERAL PERMIT REF.**	**COMMENTS**
	100	***SWPPP Certification and Approval***	C.10	
	100.1	SWPPP Certification	C.10	
	100.2	SWPPP Approval	C.10	
	200	***SWPPP Amendments***	A.4.a, A.16	
	200.1	Amendment number and date entered into SWPPP – Amendment Log	A.4.a, A.16	
	200.2	Amendment Certification and Approval	A.4.a, A.16	
	300	***Introduction/Project Description***		
	300.1	Project Description and Location (narrative)	A.5.a.1	
	300.2	Unique Site Features (narrative)	A.5.a.1	
	300.4	***Project Schedule (narrative and graphical)***	A.5.c.5	
	400	***References***	A.14	
	500.2	***Vicinity Map (narrative or graphic)***	A.5.a.1	
	500.2	Site perimeter	A.5.a.1	
	500.2	Geographic Features	A.5.a.1	
	500.2	General topography	A.5.a.1	
	500.4	***Water Pollution Control Drawings (WPCDs) (graphic or narrative)***	A.5.a.2	
	500.4	Site perimeter	A.5.a.2	

SECTION A: STORM WATER POLLUTION PREVENTION PLAN (SWPPP)				
CHECK IF ADDRESSED N/A IF NOT APPLICABLE	**SWPPP Section**	**ITEM**	**GENERAL PERMIT REF.**	**COMMENTS**
	500.4	Existing and proposed buildings, lots, and roadways	A.5.a.2	
	500.4	Storm water collection and discharge points	A.5.a.2	
	500.4	General topography before and after construction	A.5.a.2	
	500.4	Anticipated discharge location(s)	A.5.a.2	
	500.4	Drainage patterns including the entire relevant drainage areas	A.5.a.2	
	500.4	Temporary on-site drainage(s)	A.5.a.2	
	500.3	***Pollutant Source and BMP Identification (narrate/ or indicate on site map)***	A.5.b	
		Drainage	A.5.b.1	
	500.4	Drainage patterns after major grading	A.5.b.1	
	500.4	Slopes after major grading	A.5.b.1	
	Attach. E	Calculations for storm water run-on	A.5.b.1	
	500.4	BMPs that divert off-site drainage from passing through site	A.5.b.1	
	500.4	***Storm Water Inlets***	A.5.b.2	
	500.4	Drainage patterns to storm water inlets or receiving water	A.5.b.2	
	500.4	BMPs that protect storm water inlets or receiving water	A.5.b.2	
		Site History (narrative; if possible, indicate location(s) on the Water Pollution Control Drawings)	A.5.b	
	500.3.3	Nature of fill material and data describing the soil. Description of toxic materials treated, stored, disposed, spilled or leaked on site	A.5.b.3	
	500.3.8 & 500.3.9	BMPs that minimize contact of contaminants with storm water	A.5.b.3	
		Location of Areas Designated for:	A.5.b.4	
	500.3.8 & 500.4	Vehicle storage & service	A.5.b.4	
	500.3.8 & 500.4	Equipment storage, cleaning, maintenance	A.5.b.4	
	500.3.9 & 500.4	Soil or waste storage	A.5.b.4	
	500.3.9 & 500.4	Construction material loading, unloading, storage and access	A.5.b.4	
	500.3.8 & 500.3.9	Areas outside of physical site (yards, borrow areas, etc.)		
		BMP Locations or Descriptions for:	A.5.b.5	
	500.3.9 & 500.4	Waste handling and disposal areas	A.5.b.5	

SECTION A: STORM WATER POLLUTION PREVENTION PLAN (SWPPP)				
CHECK IF ADDRESSED N/A IF NOT APPLICABLE	**SWPPP Section**	**ITEM**	**GENERAL PERMIT REF.**	**COMMENTS**
	500.3.9 & 500.4	On-site storage and disposal of construction materials and waste	A.5.b.5	
	500.3.8, 500.3.9 & 500.4	Minimum exposure of storm water to construction materials, equipment, vehicles, waste	A.5.b.5	
	500.6	***Post Construction BMPs***	A.5.b.6	
	500.6.1	Listing or Description of Post-construction BMPs	A.5.b.6	
	500.4	Location of post-construction BMPs	A.5.b.6	
	500.6.2	Parties responsible for long-term maintenance	A.5.b.6	
		Additional Information	A.5.c	
	500.3.1	Description of other pollutant sources and BMPs	A.5.c.1	
	500.3.2	Pre-construction control practices	A.5.c.1	
	500.3.1	Inventory of materials and activities that may pollute storm water	A.5.c.2	
	500.3.8 & 500.3.9	BMPs to reduce/eliminate potential pollutants listed in the inventory	A.5.c.2	
	300.4	Runoff coefficient (before & after)	A.5.c.3	
	300.4	Percent impervious (before & after)	A.5.c.3	
	Attach. F	Copy of the NOT	A.5.c.4	
	300.3	Construction activity schedule	A.5.c.5	
	300.5	Contact information	A.5.c.6	
	500.4.1	**SOIL STABILIZATION (EROSION CONTROL)**	A.6	
		The SWPPP shall include:	A.6.a-c	
	500.4	Areas of vegetation on site	A.6.a.1	
	500.4	Areas of soil disturbance that will be stabilized during rainy season	A.6.a.2	
	500.4	Areas of soil disturbance which will be exposed during any part of the rainy season	A.6.a.3	
	300.4	Implementation schedule for erosion control measures	A.6.a.4	
	500.3.4	BMPs for erosion control	A.6.b	
	500.3.7	BMPs to control wind erosion	A.6.c	
	500.3.5	**SEDIMENT CONTROL**	A.8	
	500.3.5 & 500.4	Description/Illustration of BMPs to prevent increase of sediment load in discharge	A.8	

SECTION A: STORM WATER POLLUTION PREVENTION PLAN (SWPPP)				
CHECK IF ADDRESSED N/A IF NOT APPLICABLE	**SWPPP Section**	**ITEM**	**GENERAL PERMIT REF.**	**COMMENTS**
	300.4, 500.3.5	Implementation schedule for sediment control measures	A.8	
	500.3.6	BMPs to control sediment tracking	A.8	
	500.3.8 & 500.3.9	**NON-STORM WATER MANAGEMENT**	A.9	
	500.3.8 & 500.3.9	Description of non-storm water discharges to receiving waters	A.9	
	500.3.8 & 500.3.9	Locations of discharges	A.9	
	500.3.8 & 500.3.9	Description of BMPs	A.9	
	300.5	Name and phone number of person responsible for non-storm water management	A.9	
	500.6	**POST-CONSTRUCTION**	A.10	
	500.6.1	Description of post-construction BMPs	A.10	
	500.6.2	Operation/Maintenance of BMPs after project completion (including short-term funding, long-term funding and responsible party)	A.10	
	500.5	**MAINTENANCE, INSPECTIONS, AND REPAIR**	A.11	
	300.5, 600.1	Name and phone number of person(s) responsible for inspections	A.11	
	600.1, Attach. H	Complete inspection checklist: date, weather, inadequate BMPs, visual observations of BMPs, corrective action, inspector's name, title, signature	A.11.a-f	
		OTHER REQUIREMENTS	A.12-16	
	500.7	Documentation of all training	A.12	
	500.8	List of Contractors/Subcontractors	A.13	

SECTION B: MONITORING AND REPORTING REQUIREMENTS				
CHECK IF ADDRESSED N/A IF NOT APPLICABLE	**SWPPP Section**	**ITEM**	**GENERAL PERMIT REF.**	**COMMENTS**
	600.1	Description of Site Inspection Plans	B.3	
	100.3	Compliance certification (annually 7/1)	B.4	
	600.2	Discharge reporting	B.5	
	600.3	Keep records of all inspections, compliance certifications, and noncompliance reports on site for a period of at least three years	B.6	
	600.4	Sampling and Analysis Plan for Sediment	B.7	

SECTION B: MONITORING AND REPORTING REQUIREMENTS				
CHECK IF ADDRESSED N/A IF NOT APPLICABLE	**SWPPP Section**	**ITEM**	**GENERAL PERMIT REF.**	**COMMENTS**
	600.5	Sampling and Analysis Plan for Non-Visible Pollutants	B.8	

SECTION C: STANDARD PROVISIONS FOR CONSTRUCTION ACTIVITIES				
CHECK IF ADDRESSED N/A IF NOT APPLICABLE	**SWPPP Section**	**ITEM**	**GENERAL PERMIT REF.**	**COMMENTS**
	100.1	Signed SWPPP Certification	C.9,10	

Attachment M

Annual Certification of Compliance Form

Project Name: BWP – Service Center and Warehouse

Project Number: LA30067

Company Name: Burbank Water & Power

Address: 164 Magnolia Blvd Burbank, CA 91503

Construction Start Date: February 2009 **Completion Date:** August 2010

This project is in compliance with the General Permit and this SWPPP (check yes or no) X **YES** ___ **NO**

Description of Work:

Work Now in Progress:

Work Planned for Next 12 Months:

"I certify under penalty of law that, during the past 12 months, the construction activities are in compliance with the requirements of the General Permit and this SWPPP. This Certification is based upon the site inspections required in Section B, Item 3 of the General Permit. This document was prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system or those persons directly responsible for gathering the information, to the best of my knowledge and belief, the information submitted is, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."

_____ _____

Owner (or Authorized Representative) Signature Date

Attachment N

Other Permits

The following permits are included as reference material:

- SWRCB Order No. 99-08-DWQ, General Permit No. CAS000002 – Waste Discharge Requirements for Discharges of Storm Water Runoff Associated with Construction Activity

- Resolution No. 2001-046 – Modifications to SWRCB Order No. 99-08-DWQ, General Permit No. CAS000002

Attachment O

Water Pollution Control Cost Breakdown

Project Name: BWP – Service Center and Warehouse

Project Number: LA30067

To be filled out by Contractor:

ITEM	ITEM DESCRIPTION	UNIT	ESTIMATED QUANTITY	VALUE	AMOUNT
SE-7	Street Sweeping and Vacuuming	LS			
SE-8	Sandbag Barrier	FT			
SE-10	Storm Drain Inlet Protection	EA			
WE-1	Wind Erosion Control	LS			
TC-1	Stabilized Construction Entrance/Exit	EA			
TC-3	Entrance/Outlet Tire Wash	EA			
NS-1	Water Conservation Practices	LS			
NS-2	Dewatering Operations	EA			
NS-3	Paving and Grinding Operations	LS			
NS-6	Illicit Connection/ Discharge	LS			
NS-7	Potable Water/Irrigation	LS			
NS-8	Vehicle and Equipment Cleaning	LS			
NS-9	Vehicle and Equipment Fueling	LS			
NS-10	Vehicle and Equipment Maintenance	LS			
NS-12	Concrete Curing	LS			
NS-13	Concrete Finishing	LS			
WM-1	Material Delivery and Storage	LS			
WM-2	Material Use	LS			
WM-3	Stockpile Management	LS			
WM-4	Spill Prevention and Control	LS			
WM-5	Solid Waste Management	LS			
WM-6	Hazardous Waste Management	LS			
WM-8	Concrete Waste Management	LS			
WM-9	Sanitary/Septic Waste Management	LS			
			TOTAL		

Attachment P

Notice of Termination

Attachment Q

BMPs Selected for the Project

EC-Series
- EC-1, Scheduling

SE-Series
- SE-7, Street Sweeping and Vacuuming
- SE-8, Sandbag Barrier
- SE-10, Storm Drain Inlet Protection

WE-Series
- WE-1, Wind Erosion Control

TC-Series
- TC-1, Stabilized Construction Entrance/Exit
- TC-3, Entrance/Outlet Tire Wash

NS-Series
- NS-1, Water Conservation Practices
- NS-2, Dewatering Operations
- NS-3, Paving and Grinding Operations
- NS-6, Illicit Connection/Discharge
- NS-7, Potable Water/Irrigation
- NS-8, Vehicle and Equipment Cleaning
- NS-9, Vehicle and Equipment Fueling
- NS-10, Vehicle and Equipment Maintenance
- NS-12, Concrete Curing
- NS-13, Concrete Finishing

WM-Series
- WM-1, Material Delivery and Storage
- WM-2, Material Use
- WM-3, Stockpile Management
- WM-4, Spill Prevention and Control
- WM-5, Solid Waste Management
- WM-6, Hazardous Waste Management
- WM-8, Concrete Waste Management
- WM-9, Sanitary/Septic Waste Management

Attachment R

Sampling Activity Log

RAIN EVENT GENERAL INFORMATION				
Project Name	BWP – Service Center and Warehouse			
Project Number	LA30067			
Contractor				
Sampler's Name				
Signature				
Date of Sampling				
Season (Check Applicable)	❒ Rainy		❒ Non-Rainy	
Storm Data	Storm Start Date & Time:		Storm Duration (hrs):	
	Time elapsed since last storm (Circle Applicable Units)	Min. Hr. Days	Approximate Rainfall Amount (inches)	

For rainfall information: http://cdec.water.ca.gov/weather.html or http://www.wrh.noaa.gov/wrhq/nwspage.html

SAMPLE LOG		
Sample Identification	**Sample Location**	**Sample Collection Date and Time**

Specific sample locations descriptions may include: 100 ft upstream from discharge at eastern boundary, runoff from northern waste storage area, downgradient of inlet located near the intersection of A Street and B avenue, etc.

FIELD ANALYSIS		
❒Yes	❒ No	
Sample Identification	**Test**	**Result**

Attachment S

Pollutant Testing Guidance Table

Attachment S
Pollutant Testing Guidance Table [1]

Category	Construction Site Material	Visually Observable?	Pollutant Indicators [2]	Suggested Analyses Field [3]	Laboratory
Asphalt Products	Hot Asphalt	Yes - Rainbow Surface or Brown Suspension	Visually Observable - No Testing Required		
	Asphalt Emulsion				
	Liquid Asphalt (tack coat)				
	Cold Mix				
	Crumb Rubber	Yes – Black, solid material	Visually Observable - No Testing Required		
	Asphalt Concrete (Any Type)	Yes - Rainbow Surface or Brown Suspension	Visually Observable - No Testing Required		
Cleaning Products	Acids	No	**pH** Acidity Anions (acetic acid, phosphoric acid, sulfuric acid, nitric acid, hydrogen chloride)	pH Meter Acidity Test Kit	EPA 150.1 (pH)
					SM 2310B (Acidity)
					EPA 300.0 (Anion)
	Bleaches	No	Residual Chlorine	Chlorine	SM 4500-CL G (Res. Chlorine)
	Detergents	Yes - Foam	Visually Observable - No Testing Required		
	TSP	No	Phosphate	Phosphate	EPA 365.3 (Phosphate)
	Solvents	No	**VOC**	None	EPA 601/602 or EPA 624 (VOC)
			SVOC	None	EPA 625 (SVOC)

Attachment S
Pollutant Testing Guidance Table [1]

Category	Construction Site Material	Visually Observable?	Pollutant Indicators [2]	Suggested Analyses Field [3]	Laboratory
Portland Concrete Cement & Masonry Products	Portland Cement (PCC)	Yes - Milky Liquid	Visually Observable - No Testing Required		
	Masonry products	No	**pH**	pH Meter Alkalinity or Acidity Test Kit	EPA 150.1 (pH)
			Alkalinity		SM 2320 (Alkalinity)
	Sealant (Methyl Methacrylate - MMA)	No	Methyl Methacrylate	None	EPA 625 (SVOC)
			Cobalt		EPA 200.8 (Metal)
			Zinc		
	Incinerator Bottom Ash Bottom Ash Steel Slag Foundry Sand Fly Ash Municipal Solid Waste	No	**Aluminum** **Calcium** **Vanadium** **Zinc**	Calcium Test	EPA 200.8 (Metal) EPA 200.7 (Calcium)
	Mortar	Yes - Milky Liquid	Visually Observable - No Testing Required		
	Concrete Rinse Water	Yes - Milky Liquid	Visually Observable - No Testing Required		
	Non-Pigmented Curing Compounds	No	Acidity	pH Meter Alkalinity or Acidity Test Kit	SM 2310B (Acidity)
			Alkalinity		SM 2320 (Alkalinity)
			pH		EPA 150.1 (pH)
			VOC		EPA 601/602 or EPA 624 (VOC)
			SVOC		EPA 625 (SVOC)

Attachment S
Pollutant Testing Guidance Table [1]

Category	Construction Site Material	Visually Observable?	Pollutant Indicators [2]	Suggested Analyses Field [3]	Laboratory
Landscaping and Other Products	Aluminum Sulfate	No	Aluminum	TDS Meter Sulfate	EPA 200.8 (Metal)
			TDS		EPA 160.1 (TDS)
			Sulfate		EPA 300.0 (Sulfate)
	Sulfur-Elemental	No	Sulfate	Sulfate	EPA 300.0 (Sulfate)
	Fertilizers-Inorganic [4]	No	Nitrate	Nitrate	EPA 300.0 (Nitrate)
			Phosphate	Phosphate	EPA 365.3 (Phosphate)
			Organic Nitrogen	None	EPA 351.3 (TKN)
			Potassium	None	EPA 200.8 (Metal)
	Fertilizers-Organic	No	TOC	Nitrate	EPA 415.1 (TOC)
			Nitrate		EPA 300.0 (Nitrate)
			Organic Nitrogen		EPA 351.3 (TKN)
			COD		EPA 410.4 (COD)
	Natural Earth (Sand, Gravel, and Topsoil)	Yes - Cloudiness and turbidity	Visually Observable - No Testing Required		
	Herbicide	No	Herbicide	None	Check lab for specific herbicide or pesticide
	Pesticide		**Pesticide**		
	Lime		Alkalinity	pH Meter Alkalinity or Acidity Test Kit	SM 2320 (Alkalinity)
			pH		EPA 150.1 (pH)

Attachment S
Pollutant Testing Guidance Table [1]

Category	Construction Site Material	Visually Observable?	Pollutant Indicators [2]	Suggested Analyses Field [3]	Laboratory
Painting Products	Paint	Yes	Visually Observable - No Testing Required		
	Paint Strippers	No	VOC	None	EPA 601/602 or EPA 624 (VOC)
			SVOC	None	EPA 625 (SVOC)
	Resins	No	COD	None	EPA 410.4 (COD)
			SVOC		EPA 625 (SVOC)
	Sealants	No	COD	None	EPA 410.4 (COD)
	Solvents	No	COD	None	EPA 410.4 (COD)
			VOC		EPA 601/602 or EPA 624 (VOC)
			SVOC		EPA 625 (SVOC)
	Lacquers, Varnish, Enamels, and Turpentine	No	COD	None	EPA 410.4 (COD)
			VOC		EPA 601/602 or EPA 624 (VOC)
			SVOC		EPA 625 (SVOC)
	Thinners	No	VOC	None	EPA 601/602 or EPA 624 (VOC)
			COD		EPA 410.4 (COD)
Portable Toilet Waste Products	Portable Toilet Waste	Yes	Visually Observable - No Testing Required		

Attachment S
Pollutant Testing Guidance Table [1]

Category	Construction Site Material	Visually Observable?	Pollutant Indicators [2]	Suggested Analyses Field [3]	Laboratory
Contaminated Soil [5]	Aerially Deposited Lead[3]	No	Lead	None	EPA 200.8 (Metal)
	Petroleum	Yes – Rainbow Surface Sheen and Odor	Visually Observable - No Testing Required		
	Other	No	Contaminant Specific	Contaminant Specific	Contaminant Specific
Line Flushing Products	Chlorinated Water	No	Total chlorine	Chlorine	SM 4500-CL G (Res. Chlorine)
Adhesives	Adhesives	No	COD	None	EPA 410.4 (COD)
			Phenols	Phenol	EPA 420.1 (Phenol)
			SVOC	None	EPA 625 (SVOC)
Dust Palliative Products	Salts (Magnesium Chloride, Calcium Chloride, and Natural Brines)	No	Chloride	Chloride	EPA 300.0 (Chloride)
			TDS	TDS Meter	EPA 160.1 (TDS)
			Cations (Sodium, Magnesium, Calcium)	None	EPA 200.7 (Cations)
Vehicle	Antifreeze and Other Vehicle Fluids	Yes - Colored Liquid	Visually Observable - No Testing Required		
	Batteries	No	Sulfuric Acid	None	EPA 300.0 (Sulfate)
			Lead	None	EPA 200.8 (Metal)
			pH	pH Meter Alkalinity or Acidity Test Kit	EPA 150.1 (pH)
	Fuels, Oils, Lubricants	Yes - Rainbow Surface Sheen and Odor	Visually Observable - No Testing Required		

Attachment S
Pollutant Testing Guidance Table [1]

Category	Construction Site Material	Visually Observable?	Pollutant Indicators [2]	Suggested Analyses Field [3]	Laboratory
Soil Amendment/Stabilization Products	Polymer/Copolymer [6, 7]	No	Organic Nitrogen	None	EPA 351.3 (TKN)
			BOD	None	EPA 405.1 (BOD)
			COD	None	EPA 410.4 (COD)
			DOC	None	EPA 415.1 (DOC)
			Nitrate	Nitrate	EPA 300.0 (Nitrate)
			Sulfate	Sulfate	EPA 300.0 (Sulfate)
			Nickel	None	EPA 200.8 (Metal)
	Straw/Mulch	Yes - Solids	Visually Observable - No Testing Required		
	Lignin Sulfonate	No	Alkalinity	Alkalinity	SM 2320 (Alkalinity)
			TDS	TDS Meter	EPA 160.1 (TDS)
	Psyllium	No	COD	None	EPA 410.4 (COD)
			TOC		EPA 415.1 (TOC)
	Guar/Plant Gums	No	COD	None	EPA 410.4 (COD)
			TOC		EPA 415.1 (TOC)
			Nickel		EPA 200.8 (Metal)
	Gypsum	No	pH	pH Meter Alkalinity or Acidity Test Kit	EPA 150.1 (pH)
			Calcium	Calcium	EPA 200.7 (Calcium)
			Sulfate	Sulfate	EPA 300.0 (Sulfate)
			Aluminum	None	EPA 200.8 (Metal)
			Barium		
			Manganese		
			Vanadium		

Attachment S
Pollutant Testing Guidance Table [1]

Category	Construction Site Material	Visually Observable?	Pollutant Indicators [2]	Suggested Analyses Field [3]	Laboratory
Treated Wood Products	Ammoniacal-Copper-Zinc-Arsenate (ACZA) Copper-Chromium-Arsenic (CCA) Ammoniacal-Copper-Arsenate (ACA) Copper Naphthenate	No	Arsenic Total Chromium Copper Zinc	Total Chromium	EPA 200.8 (Metal)
	Creosote	Yes - Rainbow Surface or Brown Suspension	Visually Observable - No Testing Required		

Notes:

1. 1 If specific pollutant is known, analyze only for that specific pollutant. See MSDS to verify.
2. For each construction material, test for one of the pollutant indicators. Bolded pollutant indicates lowest analysis cost or best indicator. However, the composition of the specific construction material, if known, is the first criterion for selecting which analysis to use.
3. See www.hach.com, www.lamotte.com, www.ysi.com and www.chemetrics.com for some of the test kits
4. If the type of inorganic fertilizer is unknown, analyze for all pollutant indicators listed.
5. Only if special handling requirements are required in the contract documents for aerially deposited lead (ADL)
6. If used with a dye or fiber matrix, it is considered visually observable and no testing is required.
7. Based upon research conducted by the State of California Department of Transportation (Caltrans), the following copolymers/polymers do not discharge pollutants and water quality sampling and analysis is **not** required: Super Tak™, M-Binder™, Fish Stik™, Pro40dc™, Fisch-Bond™, and Soil Master WR™.

Attachment T

Discharge Reporting Log

Project Name: BWP – Service Center and Warehouse

Project Number: LA30067

Date	Material(s) Discharged	Estimated Quantity	Observed By